Thamer Alshehri

Human Resources Specialist | Employee Lifecycle and HR Process Automation | Jeddah

Jeddah, Saudi Arabia +966 53 052 7645 mrthameralshehri@gmail.com linkedin.com/in/thameralshehri

Professional Summary

Human Resources Specialist working in HR operations since July 2024 across healthcare and operating environments in Jeddah. Experienced in employee lifecycle management, including onboarding 40+ joiners, probation tracking for 50+ employees, and reviewing 200+ employment contracts and compensation records. Builds HR process automations in Power Automate. Saudi National | Availability: 60 Days | Notice Period: 60 Days.

Experience

Human Resources Specialist | SADSCO | Jeddah, Saudi Arabia **Mar 2026 - Present**

Operating company in the pharmaceutical sector.

- Managed the employee lifecycle by onboarding **40+** new employees, tracking and evaluating probation periods for **50+** employees, and reviewing **200+** employment contracts and compensation records, accelerating employee integration and ensuring contractual accuracy.
- Coordinated hiring for **8** open roles: screened **50+** applications, scheduled **20+** interviews, and supported **3** hires across operational and technical positions.
- Coordinated monthly employee evaluations and recognition activities for **35** employees from March to June 2026, supporting consistent performance follow-up and employee recognition.

Graduate Development Program | Zakat, Tax and Customs Authority **Aug 2025 - Feb 2026**

HR Coordinator | Andalusia Hospital | Jeddah, Saudi Arabia **Mar 2025 - Aug 2025**

Private healthcare group with a workforce of 1,600+ employees.

- Managed employee leave requests and administrative HR services for a workforce of **1,600+** employees, prepared official employee letters, and maintained accurate HR records to support the continuity of hospital operations.

Human Resources Operations Specialist (Tamheer) | Andalusia Hospital | Jeddah, Saudi Arabia **Jul 2024 - Mar 2025**

- Audited and updated 2,000+ employee files across a 1,600+ employee hospital workforce, closing documentation gaps against CBAHI accreditation requirements and leaving HR records inspection ready ahead of the accreditation review in early 2025.

Expertise

HR Operations | Employee Lifecycle Management | Employee Onboarding | Probation Management | Employment Contracts Administration | Compensation Records Review | Recruitment Coordination | Interview Coordination | Performance Evaluation Coordination | Leave and Employee Services Administration | HR Records and Compliance Documentation | HR Process Automation

Systems and Tools: ZenHR | Power Automate | Microsoft Excel

Education

- Bachelor of Public Administration | King Abdulaziz University **Jun 2024**

Certifications

CIPD Level 5 | Associate Diploma in People Management - CIPD **In Progress, expected Mar 2027**

aPHRi | Associate Professional in Human Resources - HRCI Apr 2026

Courses

Excel | Imdad Knowledge Training Institute Apr 2022

Projects & Initiatives

- **CBAHI Accreditation Project | Andalusia Hospital -** Supported HR readiness for CBAHI accreditation through employee-file standardization, compliance documentation, and accreditation preparation.
- **Employee Birthday Automation | SADSCO -** Automated employee birthday greetings through Power Automate to reduce manual follow-up.

Languages

- Arabic: Native | English: Intermediate